HUMAN RESOURCES 101

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BUMED Human Resources Office

BUMED HRO

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Who is HR?

- Human Resources Office (HRO)
- Responsible for advice and guidance (strategic & some operational)
- The way HR used to be structured
  - Commander, Navy Installation Command provided service
- How HR is structured now
  - Since April 2013, one BUMED HRO, geographically dispersed with MTFs

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Who is HR?

- Office of Civilian Human Resources (OCHR) Service Centers
- Responsible for back office processing
  - announcing jobs
  - creating certificates for selection
  - processing pay
  - benefits
  - other roles
- Under the Assistant Secretary of the Navy (M&RA)

What does HRO do?

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Easier to start with what we do not do

- We are not decision-makers
  - Hiring actions, pay, discipline – all management decisions
- We are not employee representative, we provide support to management
- Common misunderstanding that HR is a neutral third party
- We do not do Benefits – retirement, TSP, health benefits, etc.

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What does HRO do?

- A question we often get –
  - Well, if you don't do _____ than what do you do?
- We assist and advise managers in navigating through all the HR laws, rules, and regulations
- Advise employees of their rights and certain entitlements.

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What does HRO do?

Advice and Guidance on…

- Classification (GS Levels)
- Compensation (special salary rates, awards, incentives, etc.)
- Hiring
- Labor Relations (union matters)
- Employee relations (performance management, corrective action, discipline, etc)

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What does HRO do?

Coordination and Processing of…

- Workplace disputes
- Mediation
- Discrimination Complaints (EEO)

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Classification

- determination of grade level
- not an arbitrary subjective determination
- ONLY way in which to make the grade determination is against standards created by OPM.
- Forbidden to compare position to position
- Every civilian employee has the right to appeal their grade level

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Compensation

- Step increases – it all comes down to waiting periods
  - 1 year step 1 to 4, 2 years step 5 through 7, 3 years steps 8-10
- Can a step increase be stopped due to performance issues – YES!!!
- Special salary rates – how are they determined?
- Federal govt has great benefits!!!

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Benefits – what you need to know

- TSP – 401k equivalent
- Pension – CSRS (old system) or FERS (new system)
- Highly recommend free webinars on Navy's EBIS system
- EBIS system provides estimates on retirement – encourage EVERYONE to proactively educate themselves on this topic.
- Federal Employee Health Benefits (FEHB) – model plan. Government pays approximately 72% of the premiums.

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Benefits – what you need to know

- Benefits self-service
  - Insurance elections
  - Benefits education
  - Employment verification
  - MyBiz – updating your information
- Benefits Information
- Phone: 1-888-320-2917
- Email: navybenefits@navy.mil
- Web: OPM.gov; https://portal.secnav.navy.mil/orgs/MRA/DONHR/Benefits/Pages/default.aspx

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Benefits –
Employee Assistance Program

- One of the best and at the same time highly underutilized program anywhere
- Free counseling services for just about any reason – work related or not!!
- Monthly webinars, podcasts, and articles to help you through various life issues.
- Discounts on movie tickets, hotels, amusement parks, etc.
- Wellness, financial, legal, education, pregnancy, adoption, special needs, and more.
- http://donceap.foh.hhs.gov/

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Hiring

- Affirmative employment programs
  - Fastest way to get people on board
  - Hiring categories
    - Direct Hire (Nurses are included)
    - Veterans (only certain classes
    - People with severe physical, psychiatric or intellectual disabilities
    - Military spouses
- Entry level nurses – accelerated advancement for Nurses
- Make sure you know Merit System Principles

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Employee Relations

- Misconduct is a choice on the part of employees.
- Don’t look the other way – do what you have been paid to do
- Be consistent and fair
- Don’t make it personal. Emotions have a tendency to creep in.
- Set expectations and draw the line in the sand.
- People like structure and fairness, people hate inconsistency and inequity.

Performance Management

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- Set expectations!!
- Communicate often
- Be direct
- People are delusional
- Be transparent about “illusory superiority”
  - 1977 study – 94% of professors thought their IQ was about that of their peers
  - 30% of software co. employees said they were better than 19 out of 20 or their peers
- Have concrete benchmarks set to reduce the likelihood of overestimating ones own performance
- Training
  - HRU.gov has great training on performance management

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Dispute Resolution

- Mediation available
- Talk over the issues.
- Assume positive intentions
- Emotions are not necessarily based on rational thinking

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Conclusion

- Partner up with HR
- Don’t be afraid to ask questions
- Familiarize yourself with merit systems principles
- Do your best no matter what